Request for Proposal (RFP) Response Form

# Instructions for the Buyer

An RFP is often used when you require more detailed information from the Respondent. This is the Response Form that goes with the RFP.

Everything highlighted in **RED** in this document is information for the Buyer (that’s you). Delete these red parts prior to publishing the RFP. Anything shaded in **YELLOW** is customisable. When you have completed these areas please un-shade them.

Everything highlighted in **PURPLE** or **BLUE** is information for the Respondent.

|  |  |
| --- | --- |
| **Have you:** |  |
| 1. **Checked that the content in this Response Form is correct.**
* Do not alter the section headings and sequence. Consistency makes it easier for Respondents.
* Checked, however, that the content is aligned to your agency's procurement practice.
 | [ ]  |
| 1. **Deleted all Buyer instructions and tips (RED) and unshaded YELLOW bits.**
 | [ ]  |
| 1. **Checked the document is simple and easy to understand.**
 | [ ]  |

|  |  |  |
| --- | --- | --- |
|  | **BUYER TIP**Research shows Respondents find both the instructions and checklist really useful. It improves the quality of responses and makes it easier to complete these forms. Adapt the instructions and checklist below to your needs. |  |

# Instructions for Respondents

1. Check that you have all the relevant documents, including:
* The Request for Proposals (RFP) which outlines the procurement.
* The Response Form (this one) to fill out your response.
* The RFP-Terms. Read these carefully.
1. Before filling out this form, read the RFP carefully, particularly Section 2 (Our Requirements) and Section 3 (Our Evaluation Approach). This helps you quickly decide if you are the right fit for the requirements.
2. Please follow the layout of this Response Form:
* Don’t change the section headings and sequence as this needs to be consistent across all Respondents.
* Insert any extra images or graphs either as part of your answer or in a separate attachment (but make it clear in the Response Form that you have done so).
* You can insert links to videos up to 50 MB in size.
* Do not insert links to long documents if possible. They may not be viewed.
1. Everything highlighted in **PURPLE** in this document is information for the Respondent (you). Delete these **PURPLE** parts before sending the Response Form. Everything shaded in BLUE is customisable by you. When you have completed these areas please un-shade them.

The purple boxes are Supplier Tips. Delete these after reading.

Write your response in the blue sections. Un-shade the blue once you have filled these out.

1. Remember to make a note of the Deadline for Questions. The Q & A section is really helpful for all Respondents so feel free to ask us anything if it is unclear.

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP: How to improve your RFP response****i**Head over to <https://www.procurement.govt.nz/suppliers-2/> for some great resources to help you through the procurement process, including:* Building up a collection of documents that you can use for all RFPs.
* Tips about responding to RFPs – what to include in your response and how to present it.
* An expanded check-list to work through.
 |  |

# Checklist for Respondents

|  |  |
| --- | --- |
| **Have you:** |  |
| 1. Filled out all sections of the Response Form.
 | [ ]  |
| 1. Removed all the purple ‘Supplier Tip’ boxes from this Form.
 | [ ]  |
| 1. Deleted the PURPLE instructions from this Form.
 | [ ]  |
| 1. Un-shaded the **BLUE** highlighting where you fill out your answer.
 | [ ]  |
| 1. File size: Your email attachment should be no greater than 50MB (unless otherwise specified in Section 1.4 of the RFP).
 | [ ]  |
| 1. Arranged for the declaration to be signed. If this is a joint or consortium Proposal make sure all the consortium members sign separate declarations.
 | [ ]  |
| 1. Prepared your Proposal
	1. Where the RFP requires a 'two-envelope' approach, all financial information relating to price, expenses and costs must be in a separate ['sealed envelope'/soft copy file].
	2. We prefer that you submit your response through [GETS](https://gets.govt.nz). If you are unable to do that, send a digital copy by email to [insert email address] or if hard copies are permitted by the RFP, as a last resort, print [number] copies as specified in the RFP.
	3. Where both hard and soft copies have been requested by the Buyer, double check that the hard and soft copies are identical.
 | [ ]  |
| 1. Arranged for the Proposal to be [submitted electronically OR delivered] before the Deadline for Proposals.
 | [ ]  |

[insert your (Respondent’s) name and logo]

# Request for Proposal (RFP) Response Form

In response to the Request for Proposals

By: [insert name of government agency]

For: [insert name of procurement]

Reference: [procurement reference number]

Date of this Proposal: [insert date of this document]

## About the Respondent

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** This section gives the Buyer basic information about your organisation and identifies your Point of Contact for the RFP process.
* If an item is not applicable, e.g. you do not have a registered office, complete the box by stating 'not applicable'.
* If you are submitting a joint or consortium Proposal complete an 'Our profile' table for each member of the consortium. Cut and paste the table as appropriate. Provide only one Point of Contact for your joint/consortium Proposal.
 |  |

### Our profile

**Choose one of these statements to complete, and delete the others [**

This is a Proposal by [insert the name of your organisation] (the Respondent) to supply the Requirements.**]**

**OR [**This is a [joint/consortium] Proposal, by [insert the name of your organisation] and [insert the name of the other organisation/s] (together the Respondents) to supply the Requirements.**]**

|  |  |
| --- | --- |
| **Item** | **Detail** |
| **Full legal name:** | [insert the name that you do business under] |
| **Trading name (if different):** | [if applicable] |
| **Physical address:** | [put the address of your head office] |
| **Postal address:** | [e.g. P.O Box address] |
| **Registered office:** | [if you have a registered office insert the address here] |
| **Business website:** | [url address] |
| **Type of entity (legal status):** | [sole trader / partnership / limited liability company / registered charity / other please specify] |
| **NZBN number:** | [if your organisation has a NZBN registration number insert it here] |
| **Country of residence:** | [insert country where you (if you are a sole trader) or your organisation is resident for tax purposes] |
| **GST registration number:** | [NZ GST number / if overseas please state] |

### Our Point of Contact

|  |  |
| --- | --- |
| **Item** | **Detail** |
| **Contact person:** | [name of the person representing the Respondent and responsible for communicating with the Buyer] |
| **Position:** | [job title or position] |
| **Phone number:** | [landline] |
| **Mobile number:** | [mobile] |
| **Email address:** | [work email] |

## Response to the Requirements

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** Carefully read RFP Section 2 (Our Requirements) and Section 3 (Our Evaluation Approach). Then provide your response by demonstrating your organisation's ability to meet the criteria.
* Please mark any information that is 'commercially sensitive' or 'Confidential Information' to your business so that the Buyer knows. You cannot make the whole document confidential unless this is truly the case. Refer to the RFP-Terms for more information.
* Keep it simple. If an answer is in another document e.g. a marketing brochure, just cut and paste the relevant part into this form. Do not show the whole document unless necessary - the Buyer may not read it all.
* Any video or separate document should be uploaded and the link inserted into this form.
* You may include extra information in your Proposal but only if it adds value and is relevant.
 |  |

### Pre-conditions

|  |  |  |
| --- | --- | --- |
|  |  **BUYER TIP****i*** Customise the table below to suit the needs of your RFP. Delete this section if not applicable.
* **Examples of pre-conditions (for illustration only)**
	+ All drivers of a vehicle being operated in a small passenger service must hold a passenger (P) endorsement on their driver licence and have a current ID card.
	+ All lawyers providing services on behalf of the Respondent must hold a current New Zealand Law Society practicing certificate.
	+ Respondent must have current professional indemnity insurance of at least NZ$5M.
	+ Respondent must hold current ISO 9001 Certification.
 |  |

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** You must be able to answer 'yes' to each of these pre-conditions. Make sure you can verify this.
* 'Yes' means you currently meet the pre-condition. If you cannot answer 'yes' to all, your Proposal will not be evaluated further.
 |  |

| **#** | **Pre-condition** | **Meets** |
| --- | --- | --- |
|  | [insert detail] | [Yes/No] |

To add more rows to the table, click or tap an existing row, then hit the ‘+’ button appearing on the far right.

### Overview of your solution

Please provide an overview of your solution. Describe the technical aspects of the product and/or elements of the service offering.

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** This should summarise your entire response in a paragraph or two. Keep it simple.
* Your competitors may all have similar skills, tools and methods. Know what sets you apart, and clearly communicate it in your response.
 |  |

#### Write your overview here

## Evaluation Criteria and Price

#### Part A – Non-Price Evaluation Criteria

### Detailed response to Requirements

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** These are questions relating to the evaluation criteria (see Section 3 of the RFP). Your Proposal will be scored against your answers to these criteria. Aim to give answers that are relevant, concise and comprehensive.
* Consider the % weighting for each criterion. The higher the weighting the more important it is. Take the weightings into account in deciding how much detail to include.
* If you have made any assumption about the Requirements or delivery, clearly state the assumption.
* There may be several questions that relate to one criterion. If these questions are not individually weighted assume that they are of equal importance.
 |  |

|  |  |  |
| --- | --- | --- |
|  |  **BUYER TIP****i*** You'll evaluate Proposals based on the answers to these questions.
* Choose questions that are specifically relevant to your RFP. If you ask the right questions it makes it easier to evaluate Proposals and select the most suitable ones.
* Ask 3-5 questions for each of the evaluation criteria. Your questions should align with the evaluation criteria in Section 3 of the RFP, i.e. each blue ‘heading’ section of the table should correspond to a headline evaluation criterion in Section 3 of the RFP.
* Make sure that the weightings are also aligned with the RFP. If the criteria are not weighted, delete the references to weightings.
* There are some examples of questions in Tables 1-4 below, but you should edit to suit.
* Only use item 5, Broader Outcomes, if appropriate to your procurement, otherwise delete that section of the table below.
 |  |

|  |  |
| --- | --- |
| 1. **Track record Weighting [x]%**
 |  |
| * 1. Describe what experience your organisation has in delivering the required goods/services.
 |  |
| [insert answer here] |  |
| * 1. Describe any specific experience which is relevant to this opportunity i.e. local conditions and environmental factors.
 |  |
| [insert answer here] |  |
| * 1. Provide 3 examples of previous or current contracts demonstrating your ability to meet the Requirements. Include:
* the contract / name of client (including contact details for reference purposes), location of contract, and dates you provided the goods/services
* a brief description of the goods/scope of services performed (including the key service areas, and any ancillary services you provided)
* a brief description of how you managed the delivery of the goods/services to the client
* a brief commentary of the quality and timeliness of the goods/services, including where possible examples of times you were asked to provide goods/services outside of scope (i.e. additional minor works)
* commentary on how you managed health and safety.

Note: We may conduct reference checks. Please inform us if you would like to be contacted prior to us contacting the referee. |  |
| [insert answer here] |  |
| * 1. [insert question here] [To add more items to this section, click or tap this row, then use the ‘+’ button that appears on the far right.]
 |  |
| [insert answer here] |  |
|  |  |
| 1. **Capability of the Respondent to deliver Weighting [x]%**
 |  |
| * 1. Describe what plant or equipment your organisation will use to deliver the required goods/services, and how you ensure it is fit for purpose.
 |  |
| [insert answer here] |  |
| * 1. List the key people who will deliver the goods/services, and their qualifications and experience (including any Biographies). Describe how many personnel will be allocated to perform the Contract (include any subcontractors), and also describe how this may change and be managed throughout the delivery of the Requirements (such as with seasonal changes, for example).
 |  |
| [insert answer here] |  |
| * 1. Describe how you ensure personnel (and subcontractors) develop and maintain a high skill set in the delivery of the required goods/services (describe whether you provide training etc).
 |  |
| [insert answer here] |  |
| * 1. Describe your subcontractor network (i.e. those services available to you with respect to the goods/services being delivered).
 |  |
| [insert answer here] |  |
| * 1. [insert question here] [To add more items to this section, click or tap this row, then use the ‘+’ button that appears on the far right.]
 |  |
| [insert answer here] |  |
|  |  |
| 1. **Capacity of the Respondent to deliver Weighting [x]%**
 |  |
| * 1. Describe your organisation’s track record in delivering similar goods/services (same quantity, quality, delivered on time, to specification and within budget).
 |  |
| [insert answer here] |  |
| * 1. Describe how you will interact with key stakeholders in the delivery of the goods/services. Provide your organisational chart, demonstrating how it links to the Contract.
 |  |
| [insert answer here] |  |
| * 1. Describe how you manage work outside of scope, i.e. additional minor works. Include how you may engage additional staff or subcontractors, balance priorities, and work with stakeholders to ensure the delivery.
 |  |
| [insert answer here] |  |
| * 1. Describe your organisation’s size, structure and annual turnover. Explain why this is sufficient to deliver the Requirements in full, on time, to specification and in the quantity required.
 |  |
| [insert answer here] |  |
| * 1. Provide information about your operational and financial systems to track and manage delivery.
 |  |
| [insert answer here] |  |
| * 1. [insert question here] [To add more items to this section, click or tap this row, then use the ‘+’ button that appears on the far right.]
 |  |
| [insert answer here] |  |
|  |  |
| 1. **Proposed Solution**
 |  |
| * 1. Explain how your goods/services meet or exceed our Requirements
 |  |
| [insert answer here] |  |
| * 1. Describe how you measure quality in meeting or exceeding our Requirements
 |  |
| [insert answer here] |  |
| * 1. Describe any new ideas or processes you offer which are innovative. Describe the benefits of these e.g. greater efficiency, better quality solution etc. Describe how the benefits are measured.
 |  |
| [insert answer here] |  |
| * 1. Describe all significant risks associated with your solution and how you propose to mitigate them (prevent them from happening) and manage them (in the event that they do happen).
 |  |
| [insert answer here] |  |
| * 1. [insert question here] [To add more items to this section, click or tap this row, then use the ‘+’ button that appears on the far right.]
 |  |
| [insert answer here] |  |
|  |  |
| **Write your own details about Broader Outcomes that are relevant to your response. Delete any of the example Broader Outcomes below if not applicable. If Broader Outcomes are not applicable at all, write Not Applicable in the first space below and delete all the examples.** |  |
| 1. **Broader outcomes**
 |  |
| * 1. Do you create quality employment opportunities for New Zealanders\*, particularly displaced workers and traditionally disadvantaged groups (including as Maori, Pasifika, disabled and women).

\*New Zealanders means citizens or residents of New Zealand who are living and entitled to work in New Zealand. |  |
| [Yes/No][Briefly describe how you create quality employment opportunities for New Zealanders] |  |
| * 1. Do you undertake initiatives to contribute to a low emissions economy and promote greater environmental responsibility?
 |  |
| [Yes/No][Briefly describe how you are contributing to a low emissions economy, including ensuring that economic and social development can be implemented on a sustainable basis with respect for the protection and preservation of the environment, reducing waste, carbon emissions and pollution] |  |
| * 1. Are you offering a new and innovative solution?
 |  |
| [Yes/No][Briefly describe how your solution is a new and innovative] |  |
| * 1. Do you follow good employment practices?
 |  |
| [Yes/No][Briefly describe how you operate with integrity, transparency and accountability, and respect domestic and international standards relating to human and labour rights.] |  |
| * 1. What other broader outcomes does your business include in its operations and output?
 |  |
| [Briefly describe what other broader outcomes you include in your operations and output]. |  |
| * 1. [insert question here] [To add more items to this section, click or tap this row, then use the ‘+’ button that appears on the far right.]
 |  |
| [insert answer here] |  |
|  |  |
| 1. **[insert evaluation criterion heading] [          ]**
 |  |
| * 1. [insert question] [To add more items to this section, click or tap this row, then use the ‘+’ button that appears on the far right.]
 |  |
| [insert answer here] |  |
|  |  |

To duplicate the whole segment above (starting with the blue heading row), click or tap on the blank row at the bottom of the table, then use the ‘+’ button that appears on the far right

#### Part B – Price

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** Refer to the RFP Section 4 for information on how to present your proposed price. Where a separate pricing template has been provided as part of the RFP, you must use it for your pricing information.
* In your pricing information consider all risks, contingencies and other circumstances relating to the delivery of our Requirements and include adequate provision for them.
* Document any assumptions that you have made in costing the Requirements.
* If asked, a ‘whole-of-life’ cost is the total cost to the Buyer over the whole life of the Contract. See [Guide to Total Cost of Ownership and TCO calculator](https://www.procurement.govt.nz/procurement/guide-to-procurement/plan-your-procurement/review-previous-procurements/) on our website.
* If we have asked for a two envelope response you must put all financial and pricing information in a separate sealed envelope or separate email attachment document.
 |  |

|  |  |  |
| --- | --- | --- |
|  |  **BUYER TIP****i*** If price is not a weighted criterion in your RFP, delete the ‘Price as a weighted criterion’ section below.
 |  |

### Price as a weighted criterion

|  |  |
| --- | --- |
| **Public value (based on whole-of-life cost) Weighting [x]%** |  |
| Provide the total price and a breakdown of the total costs to be paid under the Contract over the whole-of-life Contract. |  |
| [insert answer here] |  |
| Detail any other cost or benefits, including any costs that the Respondent expects to the Buyer to incur directly with third parties in order to facilitate performance of the Contract. |  |
| [insert answer here] |  |
| [insert additional question] |  |
| [insert answer here] |  |

To add more rows to the table, click or tap the bottom row, then hit the ‘+’ button appearing on the far right.

### Pricing Schedule

**Option 1: Pricing Schedule in the form of a separate spreadsheet [**Please submit your financial information and pricing using the Excel spreadsheet template accompanying the RFP. Please provide as detailed a breakdown of the pricing as possible, and describe any assumptions where relevant (i.e. the number of people being applied to a job and why, or if, that changes over time). Where possible, please provide information regarding subcontractor input as well as your input. **]**

**Option 2: Pricing Schedule as part of response form [**Please submit your financial information and pricing using the following table. Please provide as detailed a breakdown of the pricing as possible, and describe any assumptions where relevant (e.g. the number of people being applied to a job and why, or if, that changes over time). Where possible, please provide information regarding subcontractor input as well as your input. Please note, you can use as many rows as required.

Include the following table if you are expecting unit-based pricing.

**Unit Pricing**

| **Item** | **Unit price (excl. GST)** | **Quantity**  | **Sub-total (excl. GST)** |
| --- | --- | --- | --- |
| [e.g. named product] | [$ X] per [unit] | [number of units] | [$ X] |
| [e.g. person’s daily fee rate] | [$ X] per [unit] | [number of days] | [$ X] |
|  |  | **Total** | **[$ X]** |

To add more rows to the table, click or tap an existing row, then hit the ‘+’ button appearing on the far right.

Include the following if you are expecting a fixed price paid in instalments on meeting milestones.

**Fixed price with payment milestones**

Please set out your proposed fixed price and payment milestones

| **Milestone** | **Estimated payment date** | **Instalment Amount (excl. GST)** |
| --- | --- | --- |
| [insert milestone details] | [insert date] | $[x] |
| [insert milestone details] | [insert date] | $[x] |
| [insert milestone details] | [insert date] | $[x] |
|  | **TOTAL** | **$[x]** |

To add more rows to the table, click or tap an existing row, then hit the ‘+’ button appearing on the far right.

Include the following if there is a possibility of needing extra services from the Successful Respondent, e.g. even if the Respondent is quoting a fixed price, there could be changes to the scope of services during the life of the Contract, resulting in extra charges, and in that case it is better to have an agreed rate card rather than the Successful Respondent being free to charge at whatever rate it decides to quote at the time.

**Rate card**

Provide a rate card for any additional services. If you are using subcontractors, please indicate the organisation. **Delete if not applicable.**

| **Individual** | **Role / Title** | **Organisation** | **Hourly Rate (excl. GST)** | **Day Rate (excl. GST)** |
| --- | --- | --- | --- | --- |
| [Joe Bloggs] | [e.g. Arborist] |  | $ | $ |
| [Joe Bloggs Jnr.] | [e.g. Apprentice] |  | $ | $ |

To add more rows to the table, click or tap an existing row, then hit the ‘+’ button appearing on the far right.

Include the following if you are expecting to reimburse the Successful Respondent for particular expenses over and above the quoted fees and charges.

**Expenses**

Please identify any expenses that the Buyer will be expected to reimburse, in addition to the fees and charges outlined above.

| **Expense Item** | **Maximum limit (excl. GST)** | **Expected quantity** | **Sub-total (excl. GST)** |
| --- | --- | --- | --- |
| [e.g. Flights] | [$ X] per [unit] | [number of units] | [$ X] |
| [e.g. Accommodation] | [$ X] per [unit] | [number of days] | [$ X] |
|  |  | **Total** | **[$ X]** |

**] End of Option 2**

### Assumptions

|  |  |
| --- | --- |
| **Assumptions** |  |
| Please state any assumptions you have made in relation to the cost and pricing information. |  |
| [insert answer here] |  |

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** An assumption is something that is accepted as true or as certain to happen without proof e.g. that the Buyer (or a third party) will provide certain information or assistance so that the Respondent can accurately cost and price its Proposal.
 |  |

## Proposed Contract

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** The terms and conditions of the Proposed Contract are in Section 5 of the RFP. The Buyer needs to know whether or not you are prepared to do business based on the Proposed Contract.
* If you have any suggestions or changes that you wish to alter in the Proposed Contract, please note below (and you may be asked why it is important).
* In deciding which Respondents to shortlist the Buyer will take into account each Respondent's willingness to meet the Contract terms and conditions.
 |  |

**Choose one and delete the other:**

Having read and understood the Proposed Contract, in the RFP Section 5, I confirm that these terms and conditions are acceptable. If successful, I agree to sign a Contract based on the Proposed Contract, or such amended terms and conditions of Contract as are agreed with the Buyer following negotiations.

**OR**

Having read and understood the Proposed Contract, in the RFP Section 5, I have the following suggestions to make. If successful, I agree to sign a Contract based on the Proposed Contract subject to negotiating the following clauses:

|  |  |  |
| --- | --- | --- |
| **Clause** | **Concern** | **Proposed solution** |
| [insert number] | [briefly describe your concern about this clause] | [describe your suggested alternative wording for the clause or your solution] |
| [insert number] | [briefly describe your concern about this clause] | [describe your suggested alternative wording for the clause or your solution] |

## Referees

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** Here you are asked to provide the names and contact details of referees. These must be work related referees, preferably not a friend or family member (Referees can be a family member if they can provide a truly independent reference based on the work).
* If you have provided case studies as evidence of Track Record please include details of referees from those examples here.
* The best referees are those who you have recently delivered similar goods or services for.
* Before including their details check with them to make sure that they consent to acting as referee on behalf of your organisation.
* **Please note:** In providing these referees you authorise us to collect from the referees any information about your organisation that we consider relevant to the RFP, except commercially sensitive information about pricing or contract terms, and use such information in the evaluation of your Proposal. All information provided by the referee will be treated as confidential to both you and us, i.e. we are not required to disclose that information to you, but our use and disclosure of that information is subject to our confidentiality obligations under the RFP-Terms.
 |  |

Please supply the details of three referees for your organisation. Include a brief description of the goods or services that your organisation provided, and when - from the beginning date to the end date.

|  |  |
| --- | --- |
| **First referee** |  |
| **Name of referee:** | [insert name of the referee] |
| **Name of organisation:** | [insert name of their organisation] |
| **Goods/services provided:** | [brief description of the goods/services you provided to this referee] |
| **Date of provision:** | [insert the date when you provided the goods/services] |
| **Address:** | [insert street address] |
| **Phone:** | [insert mobile or landline] |
| **Email:** | [insert email address] |
| **Relationship** | [describe your relationship with this referee – e.g. Contract Manager/ Contract Owner, Key Contact] |

|  |  |
| --- | --- |
| **Second referee** |  |
| **Name of referee:** | [insert name of the referee] |
| **Name of organisation:** | [insert name of their organisation] |
| **Goods/services provided:** | [brief description of the goods/services you provided to this referee] |
| **Date of provision:** | [insert the date when you provided the goods/services] |
| **Address:** | [insert street address] |
| **Phone:** | [insert mobile or landline] |
| **Email:** | [insert email address] |
| **Relationship** | [describe your relationship with this referee – e.g. Contract Manager/ Contract Owner, Key Contact] |

|  |  |
| --- | --- |
| **Third referee** |  |
| **Name of referee:** | [insert name of the referee] |
| **Name of organisation:** | [insert name of their organisation] |
| **Goods/services provided:** | [brief description of the goods/services you provided to this referee] |
| **Date of provision:** | [insert the date when you provided the goods/services] |
| **Address:** | [insert street address] |
| **Phone:** | [insert mobile or landline] |
| **Email:** | [insert email address] |
| **Relationship** | [describe your relationship with this referee – e.g. Contract Manager/ Contract Owner, Key Contact] |

|  |  |
| --- | --- |
| **Please contact me before you approach a referee for a reference** | [Yes/Not required] |

## Our declaration

|  |  |  |
| --- | --- | --- |
|  |  **RESPONDENT TIP****i*** Here you are asked to make a formal declaration. Select 'agree' or 'disagree' at the end of each row. If you don't, you will be deemed to have agreed.
* Have the declaration signed by someone who is authorised to sign and able to verify the declaration, e.g. chief executive or a senior manager.
* If you are submitting a joint or consortium Proposal each party involved in the joint or consortium Proposal must complete a separate declaration.
 |  |

|  |
| --- |
| **Respondent’s declaration** |
| Topic | Declaration | Respondent’s declaration |
| RFP-Terms: | I/we have read and fully understand this RFP, including the RFP-Terms, as amended by Section 1.6 of the RFP (if applicable). I/we confirm that the Respondent agrees to be bound by them. | [agree / disagree] |
| Collection of further information: | The Respondent authorises the Buyer to:* collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client
* use such information in the evaluation of this Proposal. The Respondent agrees that all such information will be confidential to the Buyer.
 | [agree / disagree] |
| Requirements: | I/we have read and fully understand the nature and extent of the Buyer’s Requirements as described in Section 2. I/we confirm that the Respondent has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. | [agree / disagree] |
| Ethics: | By submitting this Proposal the Respondent warrants that it:* has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor
* has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFP
* has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
 | [agree / disagree] |
| Offer Validity Period: | I/we confirm that this Proposal, including the price, remains open for acceptance for the Offer Validity Period stated in Section 1, paragraph 1.6 of the RFP. | [agree / disagree] |
| Conflict of Interest declaration: | The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Proposal, or entering into a Contract to deliver the Requirements.Where a Conflict of Interest arises during the RFP process the Respondent will report it immediately to the Buyer’s Point of Contact. | [agree / disagree] |
| Details of conflict of interest: | [if you think you may have a conflict of interest briefly describe the conflict and how you propose to manage it or write ‘not applicable’]. |

#### DECLARATION BY THE RESPONDENT

**I/we declare that in submitting the Proposal and this declaration:**

* **the information provided is true, accurate and complete and not misleading in any material respect**
* **the Proposal does not contain any material that will infringe a third party’s intellectual property rights**
* **I/we have secured all appropriate authorisations to submit this Proposal, to make the statements and to provide the information in the Proposal and I/we am/are not aware of any impediments to enter into a Contract to deliver the Requirements.**

**I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Proposal may result in the Proposal being eliminated from further participation in the RFP process and may be grounds for termination of any Contract awarded as a result of the RFP.**

**By signing this declaration the signatory below represents, warrants and agrees that they have been authorised by the Respondent to make this declaration on its/their behalf.**

**Signature**:

**Full name**:

**Title/position**:

**Name of organisation**:

**Date**: